RECORDKEEPING DECISION TREE

Did the employee experience an injury or illness? → **NO**

↓ **YES**

- **Is the injury or illness work-related? (27-01103)**
- **Was the employee in the work environment? (Presumed to be work-related)**
- **Was the employee in travel status, or working from home? (Needs to be engaged in work activities, "in the interest of the employer.")**

→ **NO**

↓ **YES** / → **YES**

Is the injury or illness a "Significant Aggravation" of a (non work-related) Pre-existing injury or illness would likely not have met the general recording criteria but for the occupational event or exposure.) 27-01103

→ **NO**

Is the injury or illness a new case? (27-01105) → **NO** → **Update the previously recorded injury or illness entry if necessary.**

↓ **YES** / **YES**

Does the injury or illness meet the general recording criteria or the application for specific cases? *General Recording Criteria (27-01107):*
- **Death**
- **Days away from work**
- **Restricted work or job transfer**
- **Medical treatment beyond first aid**
- **Loss of Consciousness**
- **Significant injury or illness; i.e.,**
  - **Cancer**
  - **Chronic irreversible disease**
  - **Fractured or cracked bone**
  - **Punctured eardrum**

Specific recording criteria:
  - **Needle sticks and sharps injuries (27-01109)**
  - **Medical removal (27-01111)**
  - **Hearing loss (27-01113)**

→ **NO**

↓ **YES**

RECORD THE INJURY OR ILLNESS

DO NOT RECORD THE INJURY OR ILLNESS

Medical treatment doesn't include:
1. *Observation or counseling*
2. *Diagnostic testing, or any of the following First Aid treatments (27-05101):*
   - *Non-prescription medication at non-prescription strength*
   - *Tetanus immunization*
   - *Cleaning, flushing or soaking wounds on skin surface*
   - *Wound coverings such as bandages, gauze, pads, butterfly, steri-strip*
   - *Hot or cold therapy*
   - *Non-rigid support*
   - *Temporary immobilization devices for transport to medical facility*
   - *Drilling of fingernail or toenail*
   - *Eye patches*
   - *Removing foreign bodies from eye by simple means*
   - *Removing splinters or foreign material from other than the eye by simple means*
   - *Finger guards*
   - *Massages*
   - *Drinking fluids for heat stress*